OTFORD PARISH COUNCIL

Parish Clerk:
Sharon Palmer
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The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

Minutes of the 11th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14 November 2016 at 7.30pm

Present: Cllrs J Edwards-Winser (in the Chair)
P Clucas
M Evans
N Fothergill
J Howe
J Lawrey
H Leicester
N Rushby
J Verrall
M Whitehead

Also Present - 3 Members of the public.
In attendance - Clerk.

Cllr Edwards-Winser welcomed everyone to the Meeting.

Public Forum
No items were raised in the Public Forum.

Action

1. APOLOGIES FOR ABSENCE
Councillor I Roy.

2. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED
None.

3. MINUTES OF PREVIOUS MEETING
The minutes of the meeting held on 10 October 2016 were approved and signed as an accurate record of the meeting.

4. MATTERS ARISING - Actions from previous meetings

4.1	Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item with the assistance of Mr R Shelton.	7/15 PC/RS Continuing
4.2	Damp in the School House. Quotes for the final repair work to damaged plasterwork on the ceiling and walls of the landing are being sought.	3/15 (a) Continuing
4.3	The identification of Service pipes on The Green. A response is awaited for water and phone services.	6.14 Clerk Continuing
4.4	Fencing around the Scout Hut. The Clerk has written to the Scouts asking if the remainder of the fence can also be painted as the section that has been painted looks much better. A response is awaited.	22/16 Clerk Continuing.
4.5	Tractor Shed Security Doors. Padlocks with licenced keys will be fitted. Two keys will be passed to the leaseholder. Two keys will be held in the office. A key log will be prepared. A survey of the requirements is being undertaken at the end of November.	43/16 Continuing
4.6	Following an inspection visit to Hale Lane, it was noted that an outside door was delaminating due to insufficient protection above the doorway. Cllr Verrall will obtain quotations for steel lined exterior doors.	27/16 Clerk Continuing

4.7	Otford Palace Tower. Option appraisals are currently being carried out at the site. Cllr Clucas advised that Otford Historical Society would like to show people around the Tower to get local views on what the future of the Tower should be. A question of Health and Safety implications was raised. At present only the outside of the Tower has been made safe. Work is continuing and money is being set aside by SDC to do some work to the inside. It is unclear at present whether this would be sufficient to allow visitors inside the building.	Completed
4.8	Consent has been given to the Flamsteed Astronomy Society to use the Recreation Ground for night sightings. The Society has been advised of the use of floodlights by the football clubs.	Completed
4.9	Proposal by KCC that Parish Councils take over soft landscaping maintenance work. Further information is being sought from KCC of the type of work to be included in this proposal and exactly what work is carried out in Otford by KCC.	45/16 Clerk Continuing
5.	**COUNCILLORS REPORTS**	
5.1	The rubbish bin at the top of the steps at Otford Station is falling off its fixings. This will be reported to Mr Cox at SDC.	50/16 Clerk
5.2	Fallen leaves are concealing the edge of the pavement at the corner of Station Road and Pilgrims Way East. This will be reported to Mr Catt at KCC Highways.	51/16 Clerk
5.3	Branches are overhanging the fence from Otford Station to Pilgrims Way East, extending to Tudor Drive. This will be reported to Mr Thomas.	52/16 Clerk
6.	**DISTRICT COUNCILLOR'S REPORT**	
6.1	District Councillor Edwards-Winser reported that the planning application for a new hotel at Sevenoaks Station has been approved. Cllr Edwards-Winser raised concerns at the Development Control meeting. Conditions have been added to the permission stating that a Travel Plan and a Traffic Management Plan must be produced prior to the building being occupied as against before building commences.	
6.2	Parking in Sevenoaks. It was agreed by SDC that there will be no increase in car park charges at the present time. There will be a small increase in roadside parking charges.	
6.3	Housing Needs Survey. SDC is hoping that as many people as possible will complete and return the survey. No personal information will be retained by SDC. Help is available to fill in the form if required.	
6.4	SDC has won a Dementia Friendly Award. It also runs a Shop Safe Scheme.	
6.5	Bexley Council has joined the SDC Licencing Partnership. This is where SDC runs the Licencing applications for additional Councils. Bexley joins Tonbridge and Tunbridge Wells as recipients of this service, for which SDC receives a remuneration. The SDC Licencing Committee now meets every week.	
6.6	District Councillor Edwards-Winser advised that a report has been received from the Leader of SDC advising on the Financial Position of SDC, the Property Investment Strategy, Council Tax Support Funding, EU funding and the Homelessness Reduction Bill.	
7.	**KENT COUNTY COUNCILLOR'S REPORTS - Cllr Nick Chard**	
7.1	No report was received from the County Councillor.	
8.	**CHAIRMAN'S REPORT**	
8.1	Cllr Edwards-Winser reported on a presentation he had attended run by KCC Highways. KCC reported that grass cutting would be reduced in the coming year to 5-6 cuts. OPC is trying to find out which areas of Otford are currently being cut by KCC. KCC has offered to offset costs incurred by Parishes arranging for their own grass cutting at a rate of 2p/sq.mt. This has been rejected by the Parishes as KCC can arrange for grass cutting for the Kent area at a much cheaper rate than individual Parishes can. It was suggested to KCC that they charge Parishes for any extra cuts that are requested.	
8.2	Cllr Edwards-Winser will ask SDC if CIL receipts can be used to create a path around the whole perimeter of the Recreation Ground (as suggested by Cllr J Verrall).	53/16 JE-W

9. CLERK'S REPORT

9.1 The Clerk reported that the Parish Council has made a full declaration of compliance to the Pensions Regulator. This ensures that the Parish Council meets all the new regulations regarding pensions. This is repeated every three years.

9.2 The annual Playground Inspection has been carried out.

10. CORRESPONDENCE

10.1 ACPO Guidance on Unauthorised Encampments has been received.

11. REPORTS FROM COMMITTEES

11.A **Finance & General Purposes**

11.A.1 The Minutes of the F&GP Committee Meeting held on 1 November 2016 were received and adopted.

11.A.2 Cllr Edwards-Winser gave a verbal report.

11.A.3 The orders for payments were approved.

11.A.4 There were no recommendations.

11.A.5 Old Chalk New Downs Parish Action Plan. Grant application regarding the £500 donation awarded by OPC. SDC have advised that this grant from OPC will not be pursued at the present time. When the new Action Plan has been formulated, SDC will apply again. — Completed

11.A.6 List of all Clubs and Societies and Charity Groups in the village to be published in an issue of the Newsletter and on the PC Website. — 40/16 Continuing
It was agreed that Cllr Mary Evans and Cllr Irene Roy will organise this project.

11.A.7 Replacement Windows in the First Floor of the School House. A quotation for the windows has been accepted. Installation is expected in December. — Completed

11.A.8 Repairs to Footpath (Park Lane to Shoreham). The repair has been carried out by KCC. — Completed

11.A.9 The Committee noted receipt of a copy of Council Matters from Came & Company.

11.B. **Recreation & Environment**

11.B.1 The Minutes of the Recreation & Environment Committee meeting held on 31 October 2016 were received and adopted.

11.B.2 Cllr Evans gave a verbal report.

11.B.3 There were no recommendations.

11.B.4 Lease renewals. The Clerk has forwarded information to Cllr Rushby on lease preparation. — 46/16 Clerk/NR/JV Continuing

11.B.5 Fencing beside the mower shed. This is progressing. Revised quotes are being sought. — 38/16 JV Continuing

11.B.6 Road stone has been delivered to Oxenhill Shaw and laid in the particularly muddy areas. — Completed

11.B.7 Oxenhill Shaw. SDC will be cutting the paths as soon as the area dries out.

11.B.8 New dog poo bin. The Clerk will speak to SDC about installing a new dog poo bin by the Parish Council noticeboard at the entrance to the footpath in Bubblestone Road. — 54/16 Clerk/JE-W
Cllr Edwards-Winser will look for a suitable location to place a new dog poo bin in the Telston Lane area.

11.B.9 SDC will be looking at the playing field facilities in Otford on 25 November 2016. Cllr Evans will represent the Parish Council at the meeting.

11.B.10 The Committee noted receipt of a copy of Planning – Local Involvement from CPRE.

11.B.11 The Committee noted receipt of a copy of Kent Voice magazine from CPRE.

11.C **Planning**

11.C.1 The Minutes of the Planning Committee meetings held on 12 and 26 October 2016 were received and adopted.

11.C.2 Cllr Whitehead gave a verbal report. Fewer applications have been considered in recent months. At the meeting on 12 October an application was supported by OPC

	which was subsequently refused by SDC. This was because SDC has information on previous development that was not available to the Planning Committee.	
11.C.3	SDC is proposing that the Town and Parish Councils will not be sent paper copies of the planning applications in future as part of their budget cuts and that all applications will be viewed online.. OPC will be responding to this proposal.	
11.C.4	No recommendations were made.	
11.D	**Amenities (Highways & Services)**	
11.D.1	No meeting was held since the last Parish Council meeting.	
11.D.2	Cllr Howe gave a verbal report and confirmed that the highways work along Pilgrims Way East has been completed.	
11.D.3	Cycle Routes. The proposed cycle path is being costed. The exact route over road junctions is being considered.	33/16 JE-W Continuing
11.D.4	Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission.	47/16 Clerk/BT
11.D. 5	It has been noticed that the School sign by Otford Builders Merchants has been knocked over. The Clerk will advise Paul Catt from KCC Highways.	35/16 Clerk Continuing
11.D.6	SDC provided a Notice of Road Closure for Remembrance Day.	
11.D.7	Members noted receipt of a copy of Community Safety News from SDC.	
11.D.8	Members noted receipt of Your Speed newsletter from Kent Police.	

12. KALC/NALC/SLCC

12.1 Notice of the AGM, to be held on 19 November 2016 and the Annual Report has been received from KALC.

12.2 Members noted receipt of DIS Issue 893 from NALC.

13. DATE OF NEXT MEETING

The date of the next meeting was noted as 12 December 2016.

The meeting closed at 9:00pm

Signed……Chairman

Date…….